

MISSION STATEMENT

To enhance the quality of life for the residents of the Municipality of Dutton Dunwich through the provision of parks, recreation, culture, program services, festivals and community events.

To foster, develop and implement recreation opportunities to enhance individual wellbeing, community wellbeing, and the wellbeing of our built and natural environments.

To advocate the social, economic, personal and environmental benefits of leisure services to residents who use the parks and recreation services.

MANDATE

The role of the Recreation Committee is to provide recommendations and operational support to Council with the assistance of the Recreation Staff Member on matters pertaining to the Recreation in the Municipality of Dutton Dunwich.

TERM

Members shall be appointed by Council Resolution. Council may remove an appointed member, at any time via Resolution.

A member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

At the first meeting of the term of the newly appointed committee, the following must occur:

- Elect a Committee Chair by vote
- Establish regular meeting schedule by resolution

ATTENDANCE

If a member is unable to attend a meeting, he/she should inform the Chair and Recording Clerk. In the event that a non-elected member of a Committee is absent from the meeting for three consecutive meetings without being temporarily excused and such permission recorded in the minutes, Council may terminate the appointment and may by resolution appoint a new person to fill the vacancy. If the Chair is absent for three (3) consecutive meetings through illness or otherwise, the committee may appoint an Acting Chair or a new Chair, as deemed appropriate. While presiding the Acting Chair shall have all the powers of the Chair.

COMPOSITION

The Committee shall be comprised of seven (7) voting members who must be residents of Dutton Dunwich and demonstrate interest and commitment to the delivery of quality municipal recreation services, programs and facilities and are willing to work toward the effective implementation of strategic direction whom collectively comprise a balanced representation of the community.

Of the voting members, a Chair and Vice Chair shall be elected by majority vote. The term of the Chair shall be one (1) year term with renewal up to 2 extra one (1) year terms.

Members of Council or Municipal Staff may be appointed to be Chair for a short-term basis under specific circumstances such as; if the Chair position is vacated and no chair has been elected at the date of meeting, etc. If a Chair or Vice Chair is not present, members are to select an acting Chair to serve in the same capacity for the duration of that meeting.

The Committee shall also consist of one member of Council appointed by the Dutton Dunwich Council whom shall have full voting privileges.

All members are to be appointed by way of Council resolution. Criteria to be considered by Council in selecting Committee members is attached.

A Recreation Staff member will serve as a staff resource to the Committee. Other Municipal staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

ROLE(S)**1. Role of the Dutton Dunwich Recreation Committee:**

- Foster the creation, development, and operation of recreation partnerships, programs, facilities, events, services, and parks;
- Provide recommendations to Council on matters pertaining to policies, practices and programs concerning parks, recreation and beautification;
- Support and advocate for recreation development through internal programs, events and community partnerships;
- Provide a forum for citizens to raise issues and concerns regarding recreation, parks and leisure;
- Promote volunteerism through support of projects and services related to parks, recreation and culture;
- Form sub committees to address specific projects as required; a member of the committee will be assigned as chair overseeing the tasks of any such sub committee and to report on the sub committee progress at regular committee meetings;

- Recognize that long-term strategic planning is required, planning for the maintenance and management of facilities needs to be prioritized, and fundraising efforts

2. Role of Committee Chair:

The Chair is responsible for ensuring the effective operation of the Committee and its roles in accordance with the municipality's meeting procedures.

Specifically, the Chair shall be responsible for:

- Calling meetings to order;
- Conducting meetings in accordance with the municipality's Procedural By-law #2020-72
- Encouraging an informal atmosphere to encourage the exchange of ideas;
- Acting as spokesperson; and,
- Representing the Dutton Dunwich Recreation Committee when necessary

3. Role of Committee Members:

- Perform duties in a manner that maintains and enhances public confidence in the integrity, objectivity and impartiality of the Municipality;
- Adhere to the Municipal Conflict of Interest Act and clearly identify any items of pecuniary interest before they are discussed and refrain from discussing and voting on same;
- Not benefit from the use of information acquired during the course of official duties that is not generally available to the public;
- Be professional, courteous and respectful with other members, Council, administration and the general public. In doing so will not publicly criticize Elected Officials, administration or other members and respect the decisions of Council;
- Maintain confidentiality when necessary, and ensure personal information controlled by the Municipality is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Understand the committee's relationship to Council;
- Strive to attend all scheduled meetings and advise in advance when unable to attend (to determine if there is going to be a quorum);
- Prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision making process;
- Undertake any work assigned, including special projects and research, between meetings;

- Operate under the Municipality's Procedural By-law #2020-72, as well as other Municipal policies and procedures where applicable;
- Respect that actions taken and/or recommendations shall reflect the majority view of the committee.

4. Role of Council Member Representative:

Council Members appointed to the Committee have all of the rights and privileges of any other member, including voting.

In addition, the Council member is also responsible for:

- Liaising between Council and the committee, providing information and clarification;
- Ensuring members are aware of Council issues that may affect the goals and objectives of the committee, including past actions of Council;
- When necessary and appropriate, explain the rationale behind the committee's recommendation when brought forward to Council.

5. Role of Recreation Staff Member:

As a non-voting member, the responsibilities of the Recreation staff liaison are to:

- Provide guidance and advice and remain impartial during discussions of committee matters with all members;
- Prepare any necessary reports for Council's consideration;
- Ensure that any recommendations proposed by the committee do not contradict the Municipality's budget, by-laws or policies and procedures.

DECISION MAKING**1. Voting**

Where possible, decisions will be made by way of consensus. When a resolution is to go to Council, a resolution must be moved and seconded and recorded in writing prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. The Committee shall not reconsider a previous resolution, unless directed to do so by Council.

2. Quorum

Quorum shall be a simple majority of the total number of Committee members (i.e. 50% plus one).

If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members.

If no quorum is present and there are time constraints with respect to a specific item on the agenda, the Chair may canvass members through alternative means (ie telephone/email/face to face) to determine Committee support for that item.

3. Reporting

The Council Representative will be the Council Member Representative to Council for the Committee. The Committee does have delegated authority.

Recommendations requiring expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the Committee to review and report on matters pertaining to the Committee's mandate. The Council Member Representative appointed by Council (or delegate), shall regularly report to council on the work of this committee.

MEETING STRUCTURE AND FORMAT

1. Meetings

The committee will meet regularly bi-monthly, and may meet at any other such time as the committee deems appropriate.

The committee will conduct its meetings in public, in an accessible location.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the Municipal Act, 2001. Members of the public who are in attendance shall not interfere with the conduct of the Committee.

The Recreation Staff Member, other Municipal Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise, support or report on various matters. The Recreation Staff Member will also provide reports to Council for review.

The Municipality of Dutton Dunwich Procedural By-law #2020-72 shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council.

2. Agenda & Minutes

Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes from the Recreation Committee

meeting will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary.

Recommendations must relate to the Committee's mandate.

3. Sub-Committees

At times, there may be a call for sub committees. These committees will meet until the outlined tasks have been completed. Sub Committees may include; special events, fundraising/grants, volunteer recruitment/retention, parks, facilities, splash pad/pool, child/youth, and community engagement. Minutes from these sub committee meetings will be reported by the sub committee chair to the full committee. In consultation with the Committee and Council, the Recreation Staff Member will generate content for each meeting to ensure progress of the Committee's work.

4. Code of Conduct & Conflicts of Interest

Committee members shall, at all times follow the policies and procedures set out in the Municipality of Dutton Dunwich *Code of Conduct Policy*.

A conflict of interest may arise for committee members appointed by Council when personal or business interests clashes with, or affect the duties and decisions of the committee. These members are required to adhere to the *Municipal Conflict of Interest Act and the Municipality's Conflict of Interest Policy*, which contains strict rules regulating participation in matters to which there is a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the member and not municipal staff.

At a meeting at which a member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the recording clerk of the committee.

Committee members can seek advice from the Municipality's Integrity Commissioner respecting obligations under the Municipality's Code of Conduct for Council, Committees and Boards, local ethical behaviour procedures, rules or policies governing the members, and the *Municipal Conflict of Interest Act*.

BUDGET & EXPENSES

In the event a committee has been approved a budget to carry out the mandate of the committee, the Recreation Staff Member shall oversee the finances of the committee and ensure that all purchases are in accordance with the Municipality's Procurement Policy.

Expenses incurred by a committee against an approved budget shall be detailed in the meeting minutes.

APPENDIX "A"

Criteria for Selecting Committee

1. The Council of the Municipality of Dutton Dunwich shall use the following criteria in selecting members to serve on the Dutton Dunwich Recreation Committee:
 - The Committee shall be comprised of individuals who have a wide range of skills and wish to serve the community by volunteering time for the betterment of recreation in the Municipality of Dutton Dunwich.
 - In selecting Committee members, Council shall strive to achieve gender equality, geographic diversity and representation from various cultural and recreational groups.
 - Members willing to bring new perspectives to the Committee in priority areas of recreation including: service delivery, youth programming, seniors programming, community engagement, fundraising, accessibility, volunteer recruitment and retention
 - Demonstrated commitment and connections with other community/networks.
 - Business or governance experience on other boards, committees or community groups would be an asset.
2. Prospective members must be able to:
 - work in a co-operative manner with other Committee members,
 - consult with community members on recreation related issues,
 - commit to a two year term
 - attend regularly-scheduled Committee meetings one (1) evening monthly as required, and
 - attend special meetings, sub committee meetings, or meetings of Council, as may be required.

APPENDIX "B"

Committee Application Form

Name:

Address:

Telephone:

Cell Phone:

Email:

Employer's Name and Address

Are you available to meet during the evenings Yes No

Please summarize your experience with or interest in recreation in Dutton Dunwich

Why are you interested in joining the Dutton Dunwich Recreation Committee?

Please briefly outline your past experience as a volunteer board or committee member. Also list any other experience that would be an asset.

Are you interested in applying to serve on the:

Core Committee Sub-Committee Both

What skills and knowledge would you bring to our board committee? Please indicate your experience in the following areas – very experienced, some experience or little to no experience:

1. Recreation programming
2. Knowledge of recreation facilities
3. Program planning and evaluation
4. Financial management and control (budgets/accounting)
5. Strategic planning
6. Communication, public and media relations
7. Special events (planning and implementing)
8. Other relevant skills and knowledge. Fundraising/grants/partnerships

Please send your application to jsmall@duttondunwich.on.ca